
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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Assessment Progress Introduction

On-time property tax billing is a culmination of a year's worth of work of locally elected officials. The process can be separated into two stages: Assessment-to-Budget and Budget-to-Tax billing. Because these two stages are closely tied, delays in any of the steps in these two stages can have an affect on the timing of property tax bills.

The first step in on-time billing is timely completion of the assessment process, also known as trending, a function of the office of the county assessor. Once the county assessor has completed trending, a report called a "ratio study" is submitted to the state for review and approval. Once the ratio study is approved, the assessor submits the gross assessed values to the county auditor, who then applies deductions and exemptions to determine the final net assessed values of properties. This information is then used to determine tax rates, which translate in tax bills for property tax payers.

The following five reports contain information provided by the county to show their progress in completing the 2007-pay-2008 assessment process.

The first two separate reports are of the Real Property and Personal Property status in a particular county. They show detailed synopsis of progress made, problems or delays encountered, and goals set by the county assessor. Information provided in these reports has been taken from correspondence and conversations with county officials.

The third report is of the status for the county's seven "Data Submissions." While some datasets show a significant "Number of Days Late," there are many factors which cause delays in submission of data that are outside a county official's control. These factors include but are not limited to: prior administration's delays, computer program glitches/problems, delays in receiving required information from other locally elected officials, vendor delays and legislative changes.

The last two reports are charts showing the progress of the county as updated by the county assessor. These visual aids illustrate the timeline of the "year in the life of a county assessor" and show where the county assessor falls in their steps toward on-time tax billing. The summary version shows only the key steps required for completion before their values are submitted to the county auditor. The detailed version shows each of the specific steps and the very detailed processes involved in arriving at a county's final gross assessed values.

Because each report is very technical in nature, please feel free to visit our website at www.in.gov/dlgf/2339.htm for a glossary of terms used.

Jennings County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

County Official Responsible: Linda F. Kovacich

Date Took Office: 1/1/1991

Level of Certification received by or before November 2007: Level II

Workplan Submitted: 12/13/2007

Workplan Detail Requested by DLGF: 12/21/2007

Workplan Detail Submitted: 1/4/2008

2007 Pay 2008 Ratio Study Received: 3/4/2008

Workbook Values: Received

Ratio Study Approved: 3/12/2008

Estimated Date for Completion:

2/7/07- 6p7 re-trending submitted; 3/5/08- 7p8 ratio study

What Work for Dataset has been Accomplished?

2/20/08- Retrending was approved, posted, and Form 11's mailed. Plan to submit 7p8 ratio study reports to DLGF within next two weeks. 1/11/08- Retrend update: Comm/Ind review complete, finishing income analysis, applying factor to Comm/Ind land & completing a preliminary review. Hope to submit 6p7 ratio study within 10 days. 1/4/08- Retrend update: Parcel combos finished, property class codes verified/changed, NH boundaries reviewed & completed. Working on income analysis & field review of Comm/Ind properties. 12/20- Re-trend update: Parcel combos will be finished this week. Prop class code corrections in process. Continuing to review/verify/stratify NH boundaries. 12/14- working with Tyler Tech. to re-trend; combo's, review of prop class codes & boundaries on comm & ind properties are being completed. 12/13- Hired a vendor to help with re-trending , got 30 day extension on 6p7 re-trend.

Roll to Auditor?

3/19/08 update: plan to complete roll no later than 3/31/08, then will work to balance with Auditor.
3/15/08, or upon approval of ratio study

Date for Splits and Combinations Entered? Res- completed, Comm/Ind-splits completed, combos in process

2007 Pay 2008 New Construction Entered? completed

Date for completed 2007 Sales Disclosures entered? 3/1/2008

Date for Neighborhood Analysis? 1/4/2008

Date for Sales Analysis? 1/4/2008

Date for Land Valuation? 2/22/08- Comm/Ind upon re-trending approval

Date for Improvement Valuation - Cost Approach: 1/31/2008

Date for Improvement Valuation - Income Approach: 1/31/2008

Date for Improvement Valuation - Sales Approach: 1/31/2008

Current Vendor: Manatron

Vendor Contract Must Meet Statutory Deadlines? yes

Jennings County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

Pay Vendor When Deadline Met or Monthly? when data is compliant

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009?

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

difficulty in moving forward with 7p8 because of 6p7 re-trending. Recently been aggressively working on 7p8, and got all historical datasets submitted & compliant.

Jennings County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Personal Property

Compliance Status: Pending

County Official Responsible: Linda F. Kovacich

Date Took Office: 1/1/1991

Level of Certification received by or before November 2007: Level II

Estimated Date for Completion:

10/15/2007

What Work for Dataset has been Accomplished?

completed & submitted

Roll to Auditor?

completed

Date for 2008 Mobile Home Valuation:

Current Vendor: Appraisal Research

Vendor Contract Must Meet Statutory Deadlines?

Pay Vendor When Deadline Met or Monthly?

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009?

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

Jennings County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

ABSTRACT

Office - Auditor

2007

Date Data Due 3/15 of the Pay Year

Date Loaded

Number of Days Late 48

Compliance Status

BUDGETORDER

Office - Auditor

2007

Date Data Due 2/15 of the Pay Year

Date Loaded

Number of Days Late 77

Compliance Status

PARCEL

Office - Assessor

2007

Date Data Due 10/1 of the Assessment Year

Date Loaded 11/30/2007

Number of Days Late 60

Compliance Status Pending

PERSPROP

Office - Assessor

2007

Date Data Due 10/1 of the Assessment Year

Date Loaded 10/15/2007

Number of Days Late 15

Compliance Status Pending

RATIOSTUDY

Office - Assessor

2007

Date Data Due 6/1 of the Assessment Year

Date Loaded 3/4/2008

Number of Days Late 277

Compliance Status Approved

Note: Number of Days Late refers to the most recent submission with Compliance Status noted.

Note to County Official: If you disagree with these dates, please submit a written explanation with supporting documentation to data@dlgf.in.gov.

Jennings County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

SALEDISC

Office - Assessor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	2/27/2008
<i>Number of Days Late</i>	-2
<i>Compliance Status</i>	r-nr

TAXDATA

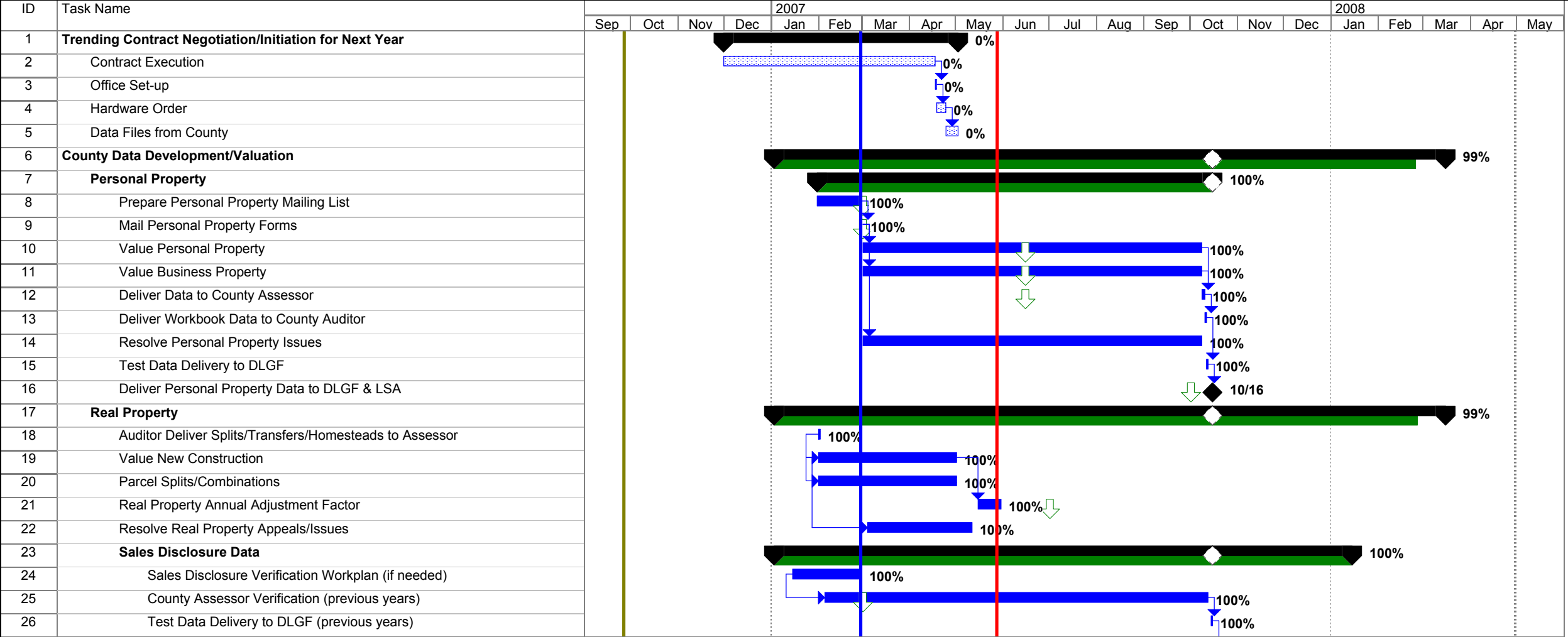
Office - Auditor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	62
<i>Compliance Status</i>	No data

Note: Number of Days Late refers to the most recent submission with Compliance Status noted.

Note to County Official: If you disagree with these dates, please submit a written explanation with supporting documentation to data@dlgf.in.gov.



Project: Jennings County Trending.mpr
Date: Wed 4/30/08

Critical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Note: Revise/Resubmit denotes data exchange between County and/or State

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Project: Jennings County Trending.mpr
Date: Wed 4/30/08

Critical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

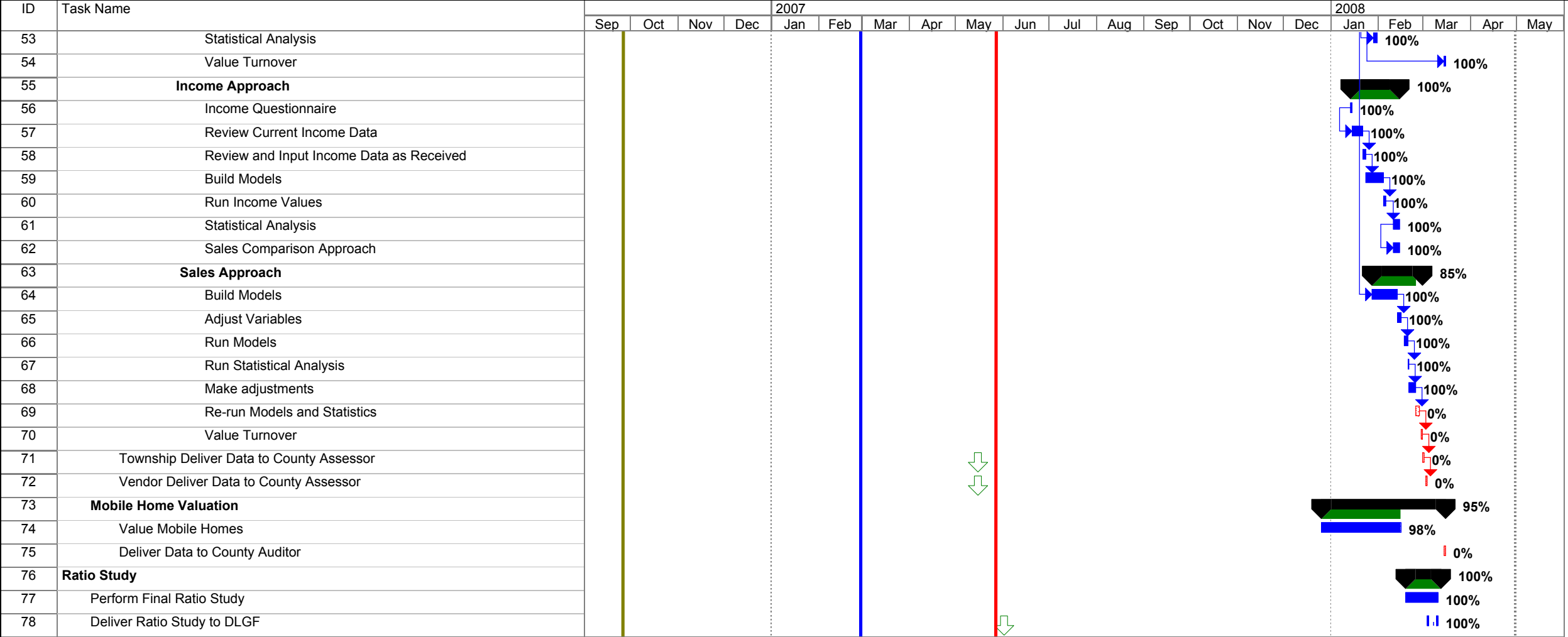
SummarCritical

Critical Revise/Resubmit

Critical Progress

Note: Revise/Resubmit denotes data exchange between County and/or State

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Project: Jennings County Trending.mpr
Date: Wed 4/30/08

Critical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

Critical Progress

Task

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Task

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

Critical Progress

Task

Baseline Revise/Resubmit

Baseline Milestone

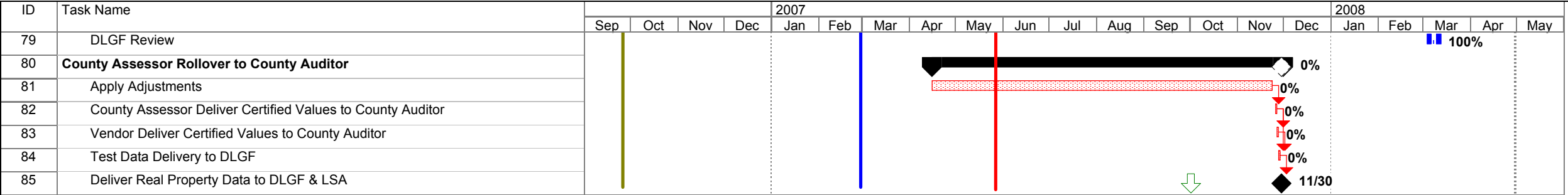
Milestone

Task Progress

Task Progress

Note: Revise/Resubmit denotes data exchange between County and/or State

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Project: Jennings County Trending.mpr
Date: Wed 4/30/08

Critical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

Critical Progress

Task

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

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Task

Revise/Resubmit

Task Progress

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